

Adopted 12/18/98

CERTIFIED STAFF

TWIN RIVERS VOCATIONAL AREA
SEXUAL HARASSMENT POLICY

The Twin Rivers Vocational Area Board of Directors recognizes that a certified staff members' right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate to harmonious employment relationships necessary to the operation of the Vocational Area and intolerable in a workplace to which the students of this Vocational Area are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.

The sexual harassment of a certified staff member of this Vocational Area is strictly forbidden. Any certified staff member or agent of this Board who is found to have sexually harassed a certified staff member, student, or other employee of this Vocational Area will be subject to discipline. Any certified staff member who has been exposed to sexual harassment by any certified staff member or agent of this Board is encouraged to report the harassment to an appropriate supervisor.

The Vocational Director shall instruct all certified staff members and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

The Vocational Director will have the responsibility to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

CERTIFIED STAFF

TWIN RIVERS VOCATIONAL AREA
REPORTING SEXUAL AND OTHER FORMS OF HARASSMENT

Conduct constituting sexual harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT

A. **VERBAL:**

The making of offensive written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward a fellow staff member, student, or other person associated with the Vocational Area.

B. **NONVERBAL:**

Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually or insulting gestures, sounds, leering, whistling, and the like to a fellow staff member, students, or other person associated with the Vocational Area.

C. **PHYSICAL CONTACT:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow staff member, student, or other person associated with the Vocational Area.

GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT HARASSMENT

A. **VERBAL:**

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. that are offensive to a fellow staff member, student, or other person associated with the Vocational Area.

B. **NONVERBAL:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures that are offensive to a fellow staff member, student, or other person associated with the Vocational Area.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The Vocational Area recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of a social relationship without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of this type of intimidation, the Vocational Area recognizes that false accusations of harassment can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow staff members, students, or others associated with the Vocational Area.

Adopted 12/18/98

NON-CERTIFIED STAFF

TWIN RIVERS VOCATIONAL AREA
SEXUAL HARASSMENT POLICY

The Twin Rivers Vocational Area Board of Directors recognizes that a non-certified staff members' right to freedom from employment discrimination includes the opportunity to work in an environment untainted by sexual harassment. Sexually offensive speech and conduct are inappropriate to harmonious employment relationships necessary to the operation of the Vocational Area and intolerable in a workplace to which the students of this Vocational Area are exposed.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment.

The sexual harassment of any employee or student of this Vocational Area is strictly forbidden. Any employee or agent of this Board who is found to have sexually harassed an employee or student of this Vocational Area will be subject to discipline. Any non-certified staff member who has been exposed to sexual harassment by any employee or agent of this Board is encouraged to report the harassment to an appropriate supervisor.

The Vocational Director shall instruct all non-certified staff members and agents of this Board to recognize and correct speech and behavior patterns that may be sexually offensive with or without the intent to offend.

The Vocational Director will have the responsibility to ensure that Federal and State regulations are complied with and that any complaints are dealt with promptly in accordance with law.

NON-CERTIFIED STAFF
TWIN RIVERS VOCATIONAL AREA
REPORTING SEXUAL AND OTHER FORMS OF HARASSMENT

Conduct constituting sexual harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT

A. VERBAL:

The making of offensive written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward a fellow staff member, student, or other person associated with the Vocational Area.

B. NONVERBAL:

Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow staff member, student, or other person associated with the Vocational Area.

C. PHYSICAL CONTACT:

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow staff member, student, or other person associated with the Vocational Area.

GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT HARASSMENT

A. VERBAL:

Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. that are offensive to a fellow staff member, student, or other person associated with the Vocational Area.

B. NONVERBAL:

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures that are offensive to a fellow staff member, student, or other person associated with the Vocational Area.

If the investigation reveals that the complaint is valid, then prompt, appropriate remedial and/or disciplinary action will be taken immediately to prevent the continuance of the harassment or its recurrence.

The Vocational Area recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of a social relationship without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of this type of intimidation, the Vocational Area recognizes that false accusations of harassment can have serious effects on innocent individuals. Accordingly, all staff members are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow staff members, students, or others associated with the Vocational Area.

**TWIN RIVERS CAREER & TECHNICAL
EDUCATION AREA**

**SEXUAL HARASSAMENT
IN THE
WORKPLACE POLICY**

EMPLOYEE ACKNOWLEDGEMENT FORM

This is to certify that I have been given a copy of the Sexual Harassment Policy by the Twin Rivers Career & Technical Education Director.

I also certify that I understand the provisions of this policy and have attended the required Sexual Harassment Education Program.

(Employee Signature)

Date